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COMMUNITY DEVELOPMENT BLOCK GRANT CDBG PROGRAM
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APPENDIX A

EVALUATION AND SELECTION PROCESS

APPENDIX A

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

EVALUATION AND SELECTION PROCESS

The Franklin County Community and Economic Development Department will evaluate grant applications for review by the Franklin County Board of Commissioners and the Community Development Advisory Committee. A maximum of **110** points is possible...

Part I – Meeting National Objectives

(25%)

This section is designed to evaluate each application based on HUD eligibility requirements and guidelines. A maximum of 30 points is possible in this section.

NOTE: Points will be awarded based upon the evaluation criteria (number of persons, jobs or cost/beneficiary) that results in the highest points.

National Objective 1:

Benefit Low- and Moderate-Income Persons

The application will be evaluated against only one of the following low/mod categories: A) geographic area; B) limited clientele; C) housing; D) jobs.

- A. The project or service benefits a **geographic area**¹ where at least 41.13% of residents benefiting are low- and moderate-income as verified by 2000 Census data. An example is a street-resurfacing project in a residential neighborhood, construction of a neighborhood playground, or a community center servicing the entire city when the city is predominantly lower income.

30 points – project or service will benefit 300+ persons within the qualified geographic area or CDBG cost is \$500 or less per beneficiary.

25 points – project or service will benefit between 100-299 persons within the qualified geographic area or CDBG cost is between \$501 - \$1,500 per beneficiary.

20 points – project or service will benefit between 50-99 persons within the qualified geographic area or CDBG cost is between \$1,501 - \$2,500 per beneficiary.

15 points – project or service will benefit between 25-49 persons within the qualified geographic area of CDBG cost is between \$2,501 - \$4,000 per beneficiary.

10 points – project or service will benefit between 10-24 persons within the qualified geographic area or CDBG cost is between \$4,001 - \$6,000 per beneficiary.

5 points – project or service will benefit less than 10 persons within the qualified geographic area or CDBG cost is between \$6,001 - \$10,000 per beneficiary.

Divide the CDBG amount requested by the number of beneficiaries.

¹ See Eligible Target Areas in Appendix D

- B. Program or service benefits a **limited clientele**: elderly, abused children, battered spouses, homeless persons, low- and moderate-income persons or more, and/or persons with disabilities.

30 points - project will benefit 300+ persons.
25 points - project will benefit 200-299 persons.
20 points - project will benefit 100-199 persons.
15 points – project will benefit 50-99 persons.
10 points – project will benefit less than 50 people.

Divide the number of beneficiaries by the total population of the community according to the 2000 census.

In many cases, applications are taken from individuals as a condition of participation in this program or the activity will exclusively serve these persons. An example is a day care scholarship program for lower income households, a senior citizen center, or the purchase of a senior citizens bus.

- C. Activity which assists in the acquisition, construction, or improvement of permanent residential **housing** or structures that benefit L/M income persons only to the extent that housing is occupied by L/M income persons. This includes activities directed towards homeownership.

30 points - project will benefit more than 100 households.
20 points - project will benefit 50 -100 households.
10 points – project will benefit less than 50 households.

- D. Special economic development activities that are located in a predominately L/M income neighborhood and serve the L/M income residents or involve the creation of **jobs**, the majority of which are for the employment of L/M income persons. This activity must create or retain permanent jobs, at least 51% of which, on a full time equivalent (FTE) basis are either held by L/M income persons or considered to be available to L/M income persons.

30 points - project will create or retain 150+ FTE jobs.
25 points - project will create or retain 100-149 FTE jobs.
20 points - project will create or retain 50-99 FTE jobs.
15 points – project will create or retain 25-49 FTE jobs
10 points – project will create or retain 5-24 FTE jobs

National Objective 2:

Aid in the Prevention/Elimination of Slums and Blight

The project or activity will eliminate or prevent slums or blighting on an area basis. See areas designated blighted areas in Appendix D. The project must address one or more of the conditions which contributed to the deterioration of the area when it was declared a blighted area.

Slum and Blight:

30 points – the entire project is located in a blighted area and the project will address one or more of the conditions which contributed to the deterioration of the area when it was declared a blighted area.

20 points – a majority of the project or activity is located in a blighted area and project will address one or more of the conditions which contributed to the deterioration of the area when it was declared a blighted area.

10 points – the project or activity qualifies on a spot basis rather than a blighted area. These activities are limited to: historic preservation, clearance and acquisition. A description of the specific condition of blight or physical decay must be made.

National Objective 3:

Urgent Needs:

This activity must have a particular urgency and be designed to alleviate a serious and immediate threat to health or welfare of the community.

30 points – condition developed or became critical, example a major catastrophe such as a flood or earthquake that threatens the community's residents with the spread of serious disease. Evidence was presented to confirm that other financial resources were not available.

Part II – Project Design and Impact

(35%)

A. Leveraging of Funds – Possible 5 Points

Points will be given for projects where more than the minimum share is given. The total share includes in-kind and local share as well as funds leveraged from other sources such as OPWC, United Way etc. Award letters or other documentation must be submitted that states the source of funds, the amount committed and the date when funds will be available. If funds are not committed, points will not be awarded for that portion. Points will only be awarded on the portion of match that exceeds the minimum amount required.

% More than Minimum:

- 5 points - 50.1+%
- 4 points - 20.1-50.0%
- 3 points - 10.1-20.0%
- 2 points - 5.1-10.0%
- 1 point - 1-5.0% over

B. Community or Project Support – Possible 10 Points

10 points – community or agency met with those affected by the proposed activity - residents, businesses, others. There was evidence of involvement and support that were documented by news articles, flyers, sign-in forms, minutes, petitions, letters of support.etc.

5 points – written support or request for problem to be addressed (letters, council minutes.

1 point - verbal support or requests for problem to be addressed

C. Quality of the Application – Possible 5 Points

5 points – the grant application is clear, complete, typewritten and includes all supporting documentation and the community need and strategy is clearly stated.

3 points – the grant application is missing information or materials at the time of submission that can be easily obtained, but the need and strategy is clearly stated.

1 point – the grant application is complete but the need and strategy is not clearly stated.

D. Long Term Impact – Possible 5 Points

Public Improvement projects:

(roads, bridge, sanitary sewers, storm sewers, waterlines etc.)

5 points - Useful life is greater than 40

4 points - Useful life is 31-40

3 points - Useful is 21-30

2 points - Useful life is 11-20

1 point - Useful life is 7-10 years

Other Projects:

5 points – the project or service will have a long term, permanent impact on the community. The impact is measurable and sustainable. The impact is clearly quantified in the grant application (i.e. dollars saved, investment generated, jobs created or retained).

3 points – project or service is a long term, permanent improvement to the community. Activity can continue or physical improvements can be maintained without additional future federal funds.

1 point – there is a strong likelihood that the project or service can continue without additional future federal funds, but the project or service will not make a long term permanent improvement to the community.

E. Health or Safety Need – Possible 5 Points

5 points – project alleviates an emergency, survival, health or safety need as clearly documented by an appropriate (third party) authority.

3 points – project alleviates a high degree or traffic endangerment, helps to reduce a high crime area, or similar situations.

1 point – project alleviates a lesser degree of the above listed concerns.

F. Percent of L/M Population Served/Blighted - Possible 10 points

10 points - 80.1+%

7 points - 70.1-80.0%

5 points - 60.1-70.0% or Blighted

3 points - 50.1-60.0%

1 point - 41.1-50.0%

Part III – Timeliness/Past Performance (15%)

A. Timeliness/Past Performance– Possible 10 points

10 points – the applicant has not received CDBG funding in the past five years;

5 point – the applicant's most recent CDBG funded project was completed and all CDBG funds spent within 18 months of the award date with CDBG staff approved time extensions due to weather, site conditions, contractor problems or other problems beyond the control of the applicant; applicant had no findings on their most recent CDBG monitoring.

-10 points – the applicant failed to complete the project within the contract period and had findings on most recent CDBG monitoring.

Part IV – Fair Housing/ Affordable Housing Activities (15%)

A. Fair Housing Activities– Possible 5 Points

(community must provide documentation to receive points)

10 points – community has fair housing activities that were formally adopted by its legislative authority.

5 points – community has a fair housing ordinance that was formally adopted by its legislative authority, but does not have enforcement provisions.

1 point – community has a resolution that supports fair housing.

NOTE: Resolutions of fair housing support, such as acknowledging fair housing month, and/or fair and open housing statements, must be current and formally adopted by the legislative authority.

B. Affordable Housing Activities – Possible 5 Points
(community must provide documentation to receive points)

5 points – community supports or has facilitated actions to remove barriers to affordable housing. Such measures include mixed income housing or subsidized housing.

3 points – community supports or participates in any of the county’s housing programs (i.e. exterior maintenance, housing rehab loans). This includes referring residents to county programs, assistance with marketing program to residents, local building department cooperation, etc.

1 point – None of the above, but community advocates or supports the development of fair housing.

Part V	Consolidated Plan	(10%)
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A. Consolidated Plan Priorities – Possible 10 Points

10 points - community or agency met one of the themes and objectives outlined in Appendix K.

APPENDIX B

**NEIGHBORHOOD PUBLIC IMPROVEMENTS
&
FACILITIES PROGRAM POLICIES**

APPENDIX B

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

NEIGHBORHOOD PUBLIC IMPROVEMENTS & FACILITIES PROGRAM POLICIES

Policy 1: *All Public Improvement/Facility Projects require a Local Match*

<u>Type of Project</u>	<u>CDBG Grant</u>	<u>Local Match</u>
Providing basic facilities (i.e., water, sewer, storm drainage)	90%	10%
Repair or upgrade of basic facilities (i.e., water, sewer, storm drainage)	80%	20%
Street improvements (including sidewalks & street lights)	70%	30%
Parks and Community Facilities	60%	40%
Plans & studies (not including detailed engineering for approved projects)	50%	50%

Policy 2: *All architecture and engineering/inspection costs are the responsibility of the local community.*

NOTE: Townships may continue to request the services of the county engineer.

Policy 3: *Local match funds may include local, state or federal funds.*

Local funds can include state shared taxes, local general funds, bonds and levies, and special assessments under special conditions, and may also include other state and/or federal funds. (rev. 1/16/91)

Policy 4: *Funding Agreement Amendments*

All amendments and adjustments to the Funding Agreement shall be by resolution of the Board of Commissioners. Claims by the contractor for extra cost shall not be honored unless made in writing and approved **before** execution of the work involved.

CHANGE ORDERS WILL NOT BE APPROVED FOR INCORRECT BID QUANTITIES.

- Change Orders may be authorized by CE&DD only within the limits of the above budgeted amount shown in the Funding Agreement, Attachment II, Work Program Budget.

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- Policy 5:** *Projects to remove architectural barriers to the elderly and handicapped in buildings of general government shall not be funded through the Franklin County CDBG Program.*
- Policy 6:** *A road or ditch improvement must have a Resolution/Ordinance to assume maintenance responsibility.*
- Policy 7:** *Before a senior or community center facility uses CDBG funds for a study or construction, the local government must pass a resolution authorizing local funds to operate programs, support staff, and maintain the building based on an estimated first year's expense.*
- Policy 8:** *After a project is submitted and approved, and before a community receives any Franklin County CDBG funds, the chief executive officer/designated official must execute a Funding Agreement, which is required by HUD and contains specific administrative, financial and contractual obligations to be complied with by the county and the community.*
- Policy 9:** *Public improvement projects must be under contract for construction within 12 months after the county's execution of the Grant Agreement (HUD 7082) with HUD; and completed and all CDBG funds spent within 18 months of the same date.*

APPENDIX C

PUBLIC SERVICES PROGRAM

APPENDIX C

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

PUBLIC SERVICES PROGRAM

Public Services include, but are not limited to, activities that improve: facilities; employment rate; crime prevention; child care; health services; drug abuse; education; fair housing counseling; energy conservation; welfare; or recreational needs.

If the following criteria are met, Public Services may be eligible for CDBG assistance:

1. The public service is a new service, or is a quantifiable increase in the level of service above which was provided by or on behalf of the unit of local government/service agency in the twelve months prior to the submission of the statement.

In addition, the following documentation must be provided to Community and Economic Development Department in order for public services activities to be considered for funding

1. Program Description

Describe the agency/local government program and the service it provides, its clientele, and how this activity meets a national objective (LMI or limited clientele). Discuss whether the service is new or the expansion of an existing service.

2. Level of Service

- a) Define how the service is measured. Identify a unit of service (night of shelter, meals delivered per day, individuals served per month, etc).
- b) Identify the previous year's source of funds and respective funding levels.
- c) Document previous calendar year's level of service using the units described in (a) above.
- d) Identify the coming year's projected source of funds and funding levels.
- e) Project the coming year's level of service both with and without CDBG funding.
- f) Indicate the percentage of clients or persons served who reside in your community.

3. Continuation of Program

- a) Please describe strategy to maintain program in future years (CDBG funding can only be requested for one year).

APPENDIX D

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ELIGIBLE TARGET AREAS/SLUM & BLIGHTED AREAS

Area Name	Census Tract	Block Group	Total Persons	Total L/M Persons	% L/M Concentr. (>48.1 Per 2000 Census)
BLENDON TOWNSHIP					
*Adda-Claridon	71.12	1 (pt)	214	111	52.7
BRICE (West)	93.74	2 (pt)	70	36	51.4
CLINTON TOWNSHIP					
Chesapeake Ave	19.00	6 (pt)	76	46	61.3
*Eddystone-Dunbar	75.34	1 (pt)	244	154	63.1
Corwin Ave	76.00	3 (pt)		Blighted	
East Clinton	77.21	1 (pt)	259	144	56.9
"	77.22	1 - 3 (pts)	1791	1020	57.5
FRANKLIN TOWNSHIP					
Stimmel North	51.00	2,3(pts)	153	103	67.3
Georgesville-Phillipi	82.10	1,2(pts)	534	312	58.4
Westland Mall	82.30	1,2(pts)	3663	2547	69.5
Mon-e-bak	82.41	2(pt)	116	80	69.0
Mon-e-bak	82.42	3,4(pts)	767	409	53.3
*Eureka Park	83.22	1,2,5(pts)	183	135	73.8
Jackson-Hopkins	83.30	1,2 (pts)	1750	1022	58.4
*Frank Road North	83.40	1,2,3,9 (pts)	2313	1282	55.4
Alkire-Southwestern	83.50	3(pt)	51	30	58.8
Alkire-Southwestern	83.60	2(pt)	262	127	48.5
Frank Road South	83.80	1,2,9(pt)	58	33	56.9
GAHANNA					
McCutcheon-Agler	74.24	2 (pt)	1062	638	60.1

Area Name	Census Tract	Block Group	Total Persons	Total L/M Persons	% L/M Concentr. (>48.1 Per 2000 Census)
GROVE CITY					
Olde Grove City	96.00	2 (pt)	1005	489	48.7
Southwest Blvd	97.11	3 (pt)	2043	1194	58.4
"	97.11	4 (pt)	1179	580	49.2
Home-Parlin Area	97.20	1 (pt)	1304	676	51.8
"	97.20	9 (pt)	2136	1228	57.5
GROVEPORT					
Olde Groveport	94.40	1 - 3 (pts)	3000	1489	49.6
Stringtown-Hoover	94.91	2 (pt)	96	48	50.0
HAMILTON TOWNSHIP					
*Greenacres Subdiv'n	88.25	3-5 (pts)	363	250	68.9
S High East	95.90	3 (pt)	1311	743	56.7
HILLIARD					
Olde Hilliard	79.21	1 (pt)	1486	747	50.3
JACKSON TOWNSHIP					
	83.70	2 (pt)	139	95	62.1
*Casa-Ventura	96.00	4 (pt)	103	50	48.5
JEFFERSON TOWNSHIP					
Taylor Station	92.10	1 (pt)	14	10	71.4
Blacklick Village	73.92	2 (pt)	394	283	71.8
LOCKBOURNE					
	95.90	4 (pt)	280	173	61.8
MADISON TOWNSHIP					
Edgewater Park	94.30	1 (pt)	109 Blighted		
Winchester-S Hamilton	94.30	4 (pt)	235	125	53.2
South of Groveport	94.92	2 (pt)	65	65	100
East of Groveport	94.92	4 (pt)	73	41	56.2
West of Pickerington	94.2	6 (pt)	112	65	58.3
MIFFLIN TOWNSHIP					
*Leonard Park	74.24	1 (pt)	359	243	67.8
*E. Linden/Mecca Rd.	75.20	1,2,3 (pts)	1259	863	68.7
Oakland-Agler	75.34	1-3 (pts)	867	598	69.0

Area Name	Census Tract	Block Group	Total Persons	Total L/M Persons	% L/M Concentr. (>48.1 Per 2000 Census)
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PLEASANT TOWNSHIP

*Denton Rd/Old Harrisburg Pk.	98.00	2 (pt)	Blighted		
*Georgesville	98.00	1 (pt)	Blighted		
*Olde Darbydale	98.00	1 (pt)	Blighted		

PRAIRIE TOWNSHIP

Lincoln Village N..	81.10	1-5 (pts)	4498	2543	56.5
*Grener-Mix Area	81.20	1,4d(pt)	3751	2181	58.1
Cedar Ct-Elmpark	82.30	1 (pt)	160	119	74.4

REYNOLDSBURG

Rosehill Apts	93.62	2 (pt)	237	129	54.4
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SHARON TOWNSHIP

	69.45	1 (pt)	81	40	49.4
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URBANCREST

	96.00	1 (pt)	868	635	73.2
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VALLEYVIEW

Hague-Elliot	82.10	1 (pt)	76	42	55.3
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WESTERVILLE

W. Shrock-S State	71.14	1	272	181	66.5
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WHITEHALL

Midcliff-Woodcliff	92.10	1 (pt)	863	685	55.0
Eastway Ct	92.10	2	1575	1244	79.0
Whitehall Woods	92.20	1,2	2529	1364	54.3
Broad-Powell	92.30	1,2	2561	1923	75.1
Langley-Main St.	92.30	4	1149	820	71.4
"	92.50	2	706	438	62.0
Main St-Kae Ave	93.40	1,2	2863	1821	63.6

APPENDIX E

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INELIGIBLE ACTIVITIES (570.207)

The general rule is that any activity that is not authorized under the provisions contained in this document is ineligible to be carried out with CDBG funds. This part provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

I. THE FOLLOWING ACTIVITIES MAY NOT BE ASSISTED WITH CDBG FUNDS

- A. Government buildings used for the general conduct of government, except for the removal of architectural barriers.
- B. General government expenses, (except as noted in this subpart or under OMB Circular A-87).
- C. Political activities (partisan)

II. THE FOLLOWING ACTIVITIES MAY NOT BE ASSISTED WITH CDBG FUNDS UNLESS AUTHORIZED UNDER PARTS III AND IV (Eligible rehab and preservation; special economic development)

- A. Purchase of equipment
 - 1. Purchase of construction equipment is ineligible; but lease, depreciation, use allowances (See OMB A-21, A-87, A-122) are eligible. Purchase of equipment for solid waste disposal facility is eligible.
 - 2. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment is eligible (570.201).
 - 3. The purchase of equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture is generally ineligible, except when it is necessary for the administration of CDBG-assisted activities, or as part of a public service.
- B. Operating and maintenance expenses related to public facilities. The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses for public services activities, interim assistance, and office space

for CDBG staff. Examples of ineligible operating and maintenance expenses.

1. Maintenance and repair of streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for handicapped, parking and similar public facilities. Normally, activities will be considered maintenance if they will reoccur on a regular interval (will need to be repeated within five years).
 2. Filling of pot holes in street, repairing sidewalk cracks.
 3. Salaries, utility costs, etc. for operation of public works and facilities.
- C. New housing construction or for any program to subsidize or finance new residential construction
1. As provided under last resort replacement housing provisions set forth in 24 CFR, Part 42.
 2. When carried out by a subrecipient pursuant to part V,A,(2). Activities to support preliminary action for L/M housing are not considered as activities to subsidize or finance new residential construction.
- D. Assistance may not be used for income payments for housing or any other purpose. Examples of ineligible income payments include the following: payments for income maintenance, housing allowances, down payments, and mortgage subsidies.

III. CONSTITUTIONAL PROHIBITION

In accordance with First Amendment Church/State Principles, as a general rule, CDBG assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities. The following restrictions and limitations therefore apply to the use of CDBG funds:

- A. CDBG funds may not be used for the acquisition of property or the construction or rehabilitation (including historic preservation and removal of architectural barriers) of structures to be used for religious purposes or which will otherwise promote religious interests. This limitation includes the acquisition of property for ownership by primarily religious entities and the construction or rehabilitation (including historic preservation and removal of architectural barriers) of structures owned by such entities (except as permitted under this section for rehabilitation and repairs undertaken in connection with public services) regardless of the use to be made of the property or structure. Property owned by primarily religious entities may be acquired with CDBG funds at no more than fair market value for a non-religious use.

B. CDBG funds may be used to rehabilitate buildings owned by primarily religious entities to be used for a wholly secular purpose under the following conditions:

1. The building (or portion thereof) that is to be improved with the CDBG assistance has been leased to an existing or newly established wholly secular entity (which may be an entity established by the religious entity).
2. The CDBG assistance is provided to the lessee (and not the lessor) to make the improvements.
3. The leased premises will be used exclusively for secular purposes available to persons regardless of religion.
4. The lease payments do not exceed the fair market rent of the premises as they were before the improvements are made.
5. The portion of the cost of any improvements that also serve a non-leased part of the building will be allocated to and paid for by the lessor.
6. The lessor enters into a binding agreement that unless the lessee, or a qualified successor lessee, retains the use of the leased premises for a wholly secular purpose for at least the useful life of the improvements, the lessor will pay to the lessee an amount equal to the residual value of the improvements.
7. The lessee must remit the amount received from the lessor under subparagraph (B)(6) of this section to the recipient or subrecipient from which the CDBG funds were derived.

The lessee can also enter into a management contract authorizing the lessor religious entity to use the building for its intended secular purpose, e.g., homeless shelter, provision of public services. In such case, the religious entity must agree in the management contract to carry out the secular purpose in a manner free from religious influences in accordance with the principles set forth in paragraph (II)(C) of this section.

C. As a general rule, CDBG funds may be used for eligible public services to be provided through a primarily religious entity, where the religious entity enters into an agreement with the recipient or subrecipient from which the CDBG funds are derived that, in connection with the provision of such services:

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion.

2. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion.
3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.
4. The portion of a facility used to provide the public services shall contain no religious symbols or decorations, other than those permanently affixed to or part of the structure.

D. Where the public services provided under (II)(C) of this section are carried out on property owned by the primarily religious entity, CDBG funds may also be used for minor repairs to such property which are directly related to carrying out the public services where the cost constitutes in dollar terms only an incidental portion of the CDBG expenditure for the public services.

**HOME
PROHIBITED ACTIVITIES
(92.214)**

I. PROJECT RESERVE ACCOUNT:

Except when HOME funds are used for new construction or substantial rehabilitation, capitalization of initial project reserves, including reserves for replacement and operating cost reserves, cannot be established with HOME funds.

- A. Other funding sources can be used for these purposes.
- B. For new construction and substantial rehabilitation, a reserve may be established to meet any shortfall in project income during rent-up (not to exceed 18 months).

II. EMERGENCY REPAIR PROGRAMS.

Properties must be brought up to federal Housing Quality Standards (HQS) and therefore emergency repair programs are prohibited.

III. INELIGIBLE PROPERTIES

HOME funds cannot be used for assistance on any of the following properties.

- A. Public housing, including modernization and maintenance/operation.
- B. Properties receiving Rental Rehab Program funds.
- C. Commercial properties.
- D. Shelters (unless they meet Section 8 HQS after rehabilitation and otherwise can be considered rental housing).

IV. TENANT-BASED RENTAL ASSISTANCE FOR SPECIAL PURPOSES

- A. HOME funds cannot be used as rental assistance in conjunction with the federal Rental Rehabilitation program (Section 17) to prevent displacement.
- B. HOME funds cannot be used for certain mandated existing Section 8 program uses. This includes such efforts as Section 8 rent subsidies for troubled HUD-insured project.

V. IMPACT FEES

An impact fee is a charge levied by a government against a property to cover costs of capital improvements, public services, etc.

VI. PROJECT-BASED RENTAL ASSISTANCE

No HOME funds may be used for rental assistance to tenants if receipt of the funds is tied to continued occupancy in a particular project. If project-based rental assistance is needed for a particular HOME-assisted project, funds from a source other than HOME funds may be used.

VII. PJ-SUBRECIPIENT MONITORING

A PJ or subrecipient cannot charge a fee to the owner for ongoing project monitoring and compliance reviews.

VIII. PRESERVATION OF CERTAIN HUD SUBSIDIZED LOW INCOME HOUSING MORTGAGES.

The National Affordable Housing Act provides other provisions to address the particular problem of prepayments on HUD financed multifamily projects with expiring subsidies.

IX. MATCH FOR OTHER PROGRAMS

HOME Program funds cannot be used as the "non-federal" match for other federal, state or local initiatives.

X. NO DOUBLE DIPPING ON HOME ASSISTED PROJECTS

Except for the first year after project completion, no further HOME funds can be used during the relevant period of affordability.

A. The period of affordability will vary depending on the type of HOME activity. For example, the period of affordability for a rental housing program ranges from 5 to 20 years, depending on level of subsidy and whether there is new construction. For a first-time homebuyers program, the affordability period is 15 years (20 years for new construction.)

B. There are two exceptions:

1. Tenants receiving rental assistance may receive HOME funds on an ongoing basis.
2. A first-time homebuyer can be assisted with HOME funds to obtain a home that was previously assisted with HOME funds.

APPENDIX G

**FRANKLIN COUNTY
CITIZEN PARTICIPATION PLAN
AND
PROGRAM AMENDMENT PROCEDURES**

Franklin County Citizen Participation Plan for the Annual Consolidated Action Plan

Each year Franklin County citizen participation activities include:

GENERAL PUBLIC HEARING

Summer

Notices are sent to local officials and interested citizens and community organizations announcing the public hearing and the amount of funds expected to be received

A summary of the Consolidated Annual Performance Report for the previous year is made at the public hearing.

LOCAL PUBLIC HEARING

July-October

Local public hearing in communities proposing to submit applications for funds must hold a public hearing at council or board of trustees meeting.

Local officials must distribute flyers in neighborhoods where activities are proposed and inviting citizens to comment.

**FRANKLIN COUNTY COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

December

This committee reviews and comments on proposed activities for the Annual Consolidated Action Plan and amounts allocated for each activity.

30 DAY PUBLIC COMMENT

January

A summary of the proposed Annual Consolidated Action Plan is published in The Columbus Dispatch and in suburban newspapers in January of each year. A summary will be mailed to local officials and interested citizens and community organizations.

PUBLIC HEARING

February

Franklin County Board of Commissioners holds a public hearing in February of each year to invite citizens to comment on the proposed Annual Consolidated Action Plan.

APPENDIX F

PROCEDURES FOR QUALIFYING A TARGET AREA AND SERVICE AREA WITH A CONFIDENTIAL HOUSEHOLD INCOME SURVEY

APPENDIX F

FRANKLIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROCEDURES FOR QUALIFYING A TARGET AREA AND SERVICE AREA WITH A CONFIDENTIAL HOUSEHOLD INCOME SURVEY

1. Local officials should distribute a copy of the memorandum and survey forms by mail or door to door.
2. Local officials tally results by household size and complete attached Income Survey Summary.
3. The minimum sample size required for the Income Survey to be valid is attached.
4. Local officials **must** submit all original surveys, a census map and plat map showing boundaries of area surveyed, and an Income Survey Summary to CE&DD.
5. Target areas surveyed should correspond with Census Tracts and/or Block Groups as close as possible. Target areas must be contiguous and a minimum size of one street block.
6. **An Income Survey will be good for three years.**
7. When qualifying a target area with an Income Survey, the area must be a minimum 51 percent low- to moderate-income to be eligible for Community Development Block Grant (CDBG) assistance.
8. Surveying must be done randomly throughout the target area. It is recommended that every other house on each street in the target area be surveyed.

FRANKLIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TABLE A
REQUIRED SAMPLE SIZES FOR A
CONFIDENTIAL HOUSEHOLD INCOME SURVEY

NUMBER OF HOUSEHOLDS IN TARGET AREA	NUMBER OF COMPLETED SURVEYS REQUIRED
1 - 50	1 for each household
51 - 55	50
56 - 63	55
64 - 70	60
71 - 77	65
78 - 87	70
88 - 99	80
100 - 115	90
116 - 138	100
139 - 153	110
154 - 180	125
181 - 238	150
239 - 308	175
309 - 398	200
399 - 650	250
651 - 1,200	300
1,201 - 2,700	350
2,701 or more	400
SOURCE: U.S. HUD Income Survey Methodology Memo 7/11/88	

Please Note:

The number of surveys required in Table A indicate the number of surveys that you need to complete, and not the number of households you need to contact.

In order for each survey to be considered a valid response, you must obtain complete and accurate information on the respondent's income level. If the respondent chooses not to respond, the survey does not count toward the required number of surveys. Table B suggest some of the usual rates of response to be expected by different survey methods.

FRANKLIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TABLE B
EXPECTED RATES OF RESPONSE FOR
DIFFERENT SURVEY METHODS

Survey Method	Expected Rate of Response
Mail	25 - 50%
Mail, with letter follow-up	50 - 60%
Mail, with telephone follow-up	50 - 80%
Telephone	75 - 90%
Door-to-Door	75 - 90%
SOURCE: U.S. HUD Income Survey Methodology Memo 7/11/88	

(Local Letterhead)

MEMORANDUM

TO: Residents of _____
(Name of Target Area)

FROM: _____
(Name of local official)

DATE: _____

RE: Eligibility of _____ for Franklin County Housing
(Name of Target Area)
Community Development Block Grant Program

This memo is to inform you of and urge you to complete the attached confidential Household Income Survey. It is necessary to do so in order to qualify your neighborhood for public improvements and public service projects funded by the Franklin County Community Development Block Grant Program.

Let me assure you that all information will be confidential and will be used only for the purpose of qualifying your neighborhood for these funds.

Please return the Survey Form in the enclosed self-addressed, stamped envelope or deliver it to _____, by _____, 200 .

Thank you for your cooperation.

FRANKLIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CONFIDENTIAL HOUSEHOLD INCOME SURVEY

(Name of Target Area)

ADDRESS OF HOUSEHOLD _____

DATE OF SURVEY: _____, 200 NAME OF SURVEYOR: _____

_____ **"NO RESPONSE"**

	Household Income Limits as of 1/31/2003	Respondent's Household Income at or Below Limit
From	To	Check appropriate box
\$ 0	\$ 35,750	
\$ 35,751	\$ 40,850	
\$ 40,851	\$ 45,950	
\$ 45,951	\$ 51,050	
\$ 51,051	\$ 55,100	
\$ 55,101	\$ 59,200	
\$ 59,201	\$ 63,300	
\$ 63,301	\$ 67,350	
	67,351+	

Total Number of Household Members: _____
(Include self, spouse, dependant children, etc..)

1. Place a check in the column "Respondent's Income at or Below Limit" only **if** the **total** annual gross income of **all** persons living in the household is at or below the Section 8 Income Limits for the applicable household size.
2. If the survey is a NO Response, check the "No Response" line.

FRANKLIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CONFIDENTIAL HOUSEHOLD INCOME SURVEY SUMMARY

(Date of Survey)

Number of Households of Each Size	Household Income Limits as of 1/31/2002	Responses at or below income Limits	Responses above Income Limits
1	\$35,500		
2	\$40,600		
3	\$45,650		
4	\$50,700		
5	\$54,800		
6	\$58,850		
7	\$62,900		
8 or more	\$66,950		

- A. Total number of persons in service/benefit area _____
- B. Total number of households responding to survey _____
- C. Total number of persons responding to survey as LMI _____
- D. Total number of LMI households responding to survey as LMI _____
- E. Percent LMI households _____
- F. Survey methodology: Surveyed every other household on _____
each street in target area _____
- G. Date of survey _____

I hereby certify that this tally sheet represents a true and accurate accounting of this
Income Survey, which was distributed throughout the target area and compiled for the
Franklin County Community Development Block Grant Program.

Signature of Local Official

Date

APPENDIX H

CONSOLIDATED PLAN PRIORITIES

Appendix H

FRANKLIN COUNTY STRATEGIC PLAN GOALS 2000-2003

(Please select the theme and objective below that best describes your project)

Theme 1. Affordable Housing Opportunity

1. Increase the supply of affordable rental housing units for very low- and extremely low-income families and individuals outside areas of poverty and near employment growth centers.

___ Objective 1a: Provide gap financing to for profit and non-profit developers rental apartments.

2. Increase the range of housing options and related services for special needs populations. (e.g. homeless, elderly, disabled)

___ Objective 2a: Help prevent homelessness and help families and individuals move out of emergency shelter into transitional or permanent housing.

___ Objective 2b: Contribute to operating support for emergency Shelters by Community Shelter Board. Add capacity for emergency housing for seniors.

___ Objective 2c: Continue operating support for existing supportive housing.

___ Objective 2d: Until July, 2001 implement the Rebuilding Lives by funding nonprofit organizations to develop working and operate permanent housing for disabled

___ Objective 2e: Provide grants to enable disabled persons to live independently.

3. Expand the conservation and improvement of existing affordable owner and renter housing.

___ Objective 3a: Provide loans to make repairs or rehabilitate homes in conjunction with grants to make homes/apartments lead safe.

___ Objective 3b: Provide grants for urgent repairs to enable homeowners to stay in their homes.

___ Objective 3c: Find ways to retain Section 8 Projects in the affordable housing market.

4. Increase opportunities for low-income households to become and remain homeowners.

___ Objective 4a: Enable low income families buy their first home.

___ Objective 4b: Enable seniors and all very low income households in areas where public water & sewer is constructed to not be financially burdened.

5. Ensure equal access to housing.

___ Objective 5a: Prepare a new Analysis of Impediments to Fair Housing.

___ Objective 5b: Prepare a Fair Housing Action Plan to address impediments.

(Please select the theme and objective below that best describes your project)

Theme 2. Neighborhood Revitalization

1. Upgrade residential subdivisions and small villages to current standards by constructing sanitary sewer, water, storm sewers and/or streets with curbs & gutters.

___ Objective 1a: Redevelop/develop Water Quality Partnership Township target areas with wastewater and environmental problems. (Blendon, Franklin and Mifflin townships)

2. Encourage the re-development of first ring suburbs and commercial areas in townships.

___ Objective 2a: Develop an incentive program for re-development in First Ring Suburbs (Bexley, Grandview Heights, Upper Arlington and Whitehall).

___ Objective 2b: Complete redevelopment plans for low income commercial areas in unincorporated county (Cleveland Avenue, Harrisburg Pike and West Broad)

3. Repair and replace deteriorated infrastructure in older city, townships and village centers.

___ Objective 3a: Replace streets, curbs & gutters, sidewalks, water and sewer lines and install or replace storm sewers to accommodate increased run-off from development.

___ Objective 3b: Provide incentive funds for townships to undertake nuisance abatement/code enforcement.

4. Address the low income neighborhood needs in growing suburban cities, villages and townships.

___ Objective 4a: Rebuild streets, curbs & gutters, waterlines, sanitary sewers and storm sewers to accommodate increased run-off from development.

___ Objective 4b: Provide incentives for construction of recreation facilities or programming for youth or seniors.

5. Provide technical and financial assistance to community based organizations in order to address neighborhood needs.

___ Objective 5a: Help low income communities improve their ability to help themselves, e.g. community, Nonprofits, CHDOs, or other community-based organizations.

(Please select the theme and objective below that best describes your project)

Theme 3. Economic Development & Economic Opportunity

1. Promote workforce development through education, training and other linkages to high growth job markets.

___ Objective 1a: First Source Hiring Agreements link low income residents to high growth job markets.

___ Objective 1b: Assist TANF customers to obtain jobs through total case management and Job Opportunity Centers.

2. Help low-income residents obtain and keep jobs that match their interests and potential.

___ Same as above.

3. Promote thriving small and emerging businesses.

___ Objective 3a: Implement the Small and Emerging Business procurement policy.

4. Create a competitive business environment in low income and targeted areas that generates employment, business growth and consumer services.

___ Objective 4a: Promote the Rickenbacker Port Authority and the Franklin County Community Improvement Corporation

___ *Objective 4b: See Neighborhood Revitalization Goal 2 for Older Suburbs and redevelopment of Low income commercial areas in townships.*

5. Increase low-income individuals' access to regional job markets and locations.

___ Objective 5a: Support passage of the COTA levy.

(Please select the theme and objective below that best describes your project)

Theme 4. Education & Supportive Service Linkages

1. Provide a coordinated system of childcare, education and development services for children and teens.

___Objective1a: Provide incentive funds for pilot programs

2. Provide and promote parental education and family development.

___Objective 2a: Provide incentive funds for innovative programs to reduce substance abuse or child abuse.

3. Meet the comprehensive health needs of low and moderate-income residents.

3-year HUD CDBG and Lead-Based Paint Hazard Control grants implemented by MORPC and Franklin County Board of Health will address:

___Objective 3a: Reduce the number of children with elevated blood levels of lead.

___Objective 3b: Reduce number of homes and apartments with dangerous amounts of lead

___Objective 3c: Hold immunization clinics for families and children

4. Eliminate barriers that keep students from graduating from high school and being better prepared for advanced education and employment.

5. Assist families and individuals moving from poverty or public assistance to stability or self-sufficiency.

___Objective 5a: Provide incentive funds for innovative programs such as transportation or ombudsman to access needed services.

APPENDIX I

COMMUNITY DEVELOPMENT BLOCK GRANT

FRANKLIN COUNTY

ENVIRONMENTAL REVIEW
AT THE
COMMUNITY LEVEL

APPLICATION/GRANT NUMBER

Grant No. _____

X Original

~ Revision Dated

~ Amendment Dated

PROJECT DESCRIPTION:

Activity	Total Cost	CDBG	HOME	ESG	Other

EXISTING ENVIRONMENTAL CONDITIONS:

Project Name:
List Projects Activities:
Project's Level of Environmental Clearance:
Grant Number: #
PART I: PROJECT DATA
1. Purpose of Project:
2. Status of Project:
3. Project and Area Description:
4. Existing Conditions and Trends:
5. Project and Area Maps and Plans:

STATUTORY CHECKLIST
Area of Statutory/Regulatory Compliance
Part II

Project Name and Identification No.

Grant #(s)

Activity # -

Area of Statutory-Regulatory Compliance

KEY:

- | | |
|---|--|
| 1. Not applicable to this project | 2. Consultation required |
| 3. Review required | 4. Permits required |
| 5. Determination of consistency, approvals, permits obtained | 6. Conditions and/or mitigation actions required |
| 7. Provide compliance documentation; additional material may be attached. | |

(See Key)	1	2	3	4	5	6	7
Historic Properties							
Floodplain Mgmt							
Wetlands Protection							
Noise							
Manmade Hazards Thermal/Explosive							
Airport Clear Zones							
Air Quality							
Water Quality Aquifers							
Coastal Areas- Coastal Zone Mgmt							
Coastal Barrier Resources							
Endangered Species							
Farmlands Protection							
Wild & Scenic Rivers							

STATUTORY CHECKLIST
Permits, Licenses, Forms of Compliances Under Other Laws
(Federal, State and Local Laws)
Part II

Project Name and Identification No.

Grant #(s)

Activity # -

Other Areas of Statutory & Regulatory Compliance Applicable to Project

KEY:

- | | |
|--|--------------------------|
| 1. Not applicable to this project | 2. Consultation required |
| 3. Review required | 4. Permits required |
| 5. Determination of consistency approvals, permits obtained | |
| 6. Conditions and/or mitigation actions required | |
| 7. Provide compliance documentation - additional material may be attached. | |

(See Key)	1	2	3	4	5	6	7
Water Quality							
Solid Waste Disposal							
Fish and Wildlife							
State or Local Statutes (to be added by local community)							

STATUTORY CHECKLIST
Studies, Mitigation Measures, Summary, Project Alternatives or Modification
Part III

Attach information on the following five items:

1. ADDITIONAL STUDIES PERFORMED:(Attach study or summary)
2. MITIGATION MEASURES NEEDED:
3. SUMMARY OF FINDINGS AND CONCLUSIONS:
4. SUMMARY OF ENVIRONMENTAL CONDITIONS:
5. PROJECT MODIFICATIONS AND ALTERNATIVES CONSIDERED:

PREPARER CERTIFICATION
PART IV

An ENVIRONMENTAL ASSESSMENT CHECKLIST **is required/is not** required.

TIER TWO REVIEW will/will not be required on this activity.

Prepared by:

Title:

Date:

ENVIRONMENTAL ASSESSMENT CHECKLIST

PROJECT NAME AND IDENTIFICATION NO. _____

IMPACT CATEGORIES

KEY:

- | | | | |
|----|--|----|---|
| 1. | No impact anticipated | 2. | Potentially beneficial |
| 3. | Potentially adverse - requires documentation | 4. | Potentially adverse - requires more study |
| 5. | Needs mitigation | 6. | Requires project modification |
| 7. | For each area attach documentation | | |

Land Development

See Key	1	2	3	4	5	6	7
Conformance with Comprehensive Plans & Zoning							
Compatibility and Urban Impact							
Slope							
Erosion							
Soil Suitability							
Hazards and Nuisances, including Site Safety							
Energy Consumption							
NOISE - Effects of Ambient Noise on Project and Contribution to Community Noise Levels							

ENVIRONMENTAL ASSESSMENT CHECKLIST

PROJECT NAME AND IDENTIFICATION NO. _____

Impact Categories

KEY:

- | | |
|--|--|
| <p>1. No impact anticipated</p> <p>3. Potentially adverse - requires documentation</p> <p>5. Needs mitigation</p> <p>7. For each area attach documentation</p> | <p>2. Potentially beneficial</p> <p>4. Potentially adverse - requires more study</p> <p>6. Requires project modification</p> |
|--|--|

Air Quality	1	2	3	4	5	6	7
Effects of Ambient Air Quality on Project and Contribution to Community Pollution Levels							
Environmental Design and Historic Values							
Visual Quality-Coherence, Diversity, Compatible Use, and Scale							
Historic, Cultural, And Archaeological Resources							
Socioeconomic							
Demographic/Character Changes							
Displacement							
Employment and Income Patterns							
Community Facilities and Services							
Educational Facilities							
Commercial Facilities							
Health Care							
Social Services							

ENVIRONMENTAL ASSESSMENT CHECKLIST

PROJECT NAME AND IDENTIFICATION NO. _____

KEY:

- | | |
|--|--|
| <p>1. No impact anticipated</p> <p>3. Potentially adverse - requires documentation</p> <p>5. Needs mitigation</p> <p>7. For each area attach documentation</p> | <p>2. Potentially beneficial</p> <p>4. Potentially adverse - requires more study</p> <p>6. Requires project modification</p> |
|--|--|

Community Facilities & Services (continued)

	1	2	3	4	5	6	7
Solid Waste							
Waste Water							
Storm Water							
Water Supply							
Public Safety Police							
Fire							
Emergency Medical							
Open Space & Recreation Open Space							
Recreation							
Cultural Facilities							
Transportation							

ENVIRONMENTAL ASSESSMENT CHECKLIST

PROJECT NAME AND IDENTIFICATION NO. _____

KEY:

- | | |
|---|--|
| 1. No impact anticipated | 2. Potentially beneficial |
| 3. Potentially adverse - requires documentation | 4. Potentially adverse - requires more study |
| 5. Needs mitigation | 6. Requires project modification |
| 7. For each area attach documentation | |

IMPACT CATEGORIES

Natural Features	1	2	3	4	5	6	7
Water Resources							
Surface Water							
Floodplains							
Wetlands							
Coastal Zone							
Unique Natural Features and Agricultural Lands							
Vegetation and Wildlife							

ENVIRONMENTAL ASSESSMENT CHECKLIST

Studies, Mitigation Measures, Summary, Project Alternatives or Modification

Attach information on the following five items:

1. ADDITIONAL STUDIES PERFORMED:(Attach study or summary)
2. MITIGATION MEASURES NEEDED:
3. SUMMARY OF FINDINGS AND CONCLUSIONS:
4. SUMMARY OF ENVIRONMENTAL CONDITIONS:
5. PROJECT MODIFICATIONS AND ALTERNATIVES CONSIDERED:

PREPARER CERTIFICATION

An ENVIRONMENTAL ASSESSMENT CHECKLIST is **required/is not required**.

Tier Two review **will/will not** be required on this activity.

Prepared by:

Title:

Date:

FRANKLIN COUNTY

**TIER TWO ENVIRONMENTAL REVIEW
(If Applicable)**

Project Name and Identification No.

Grant #(s)

Activity

Property Address

Property owner:

QUESTIONS

1. Is structure over 50 years old? Yes_____ No

If yes, attach documentation of OHPO review.

2. Is structure in 100 year floodplain? Yes_____ No

See attached FIRM map.

If yes, please attach copy of flood insurance policy.

3. Is structure in Airport Clear Zone? Yes_____ No